

## BUSINESS FINANCE

A study of the financial aspect of corporate management, this course will include the study of management of working capital, the appraisal of capital expenditures, the ascertainment of financial needs, and the sources and costs of raising capital.

In addition, selected papers on a range of problems in finance will be made available.

TIME: 7.30 p.m., beginning Tuesday, October 12

PLACE: Room 302, Calbraith Building

TEXT: Ashley & Smyth, *Corporation Finance in Canada*—Macmillan Company of Canada Ltd.

## PART II

### FINANCIAL STATEMENT ANALYSIS

The purpose of this course is to give those businessmen who have some knowledge of accounting a greater understanding of the problems involved in the reporting and analysis of financial information. The following topics will be discussed:

Generally accepted accounting principles of asset valuation and income measurement

Assumptions underlying the financial statements

Composition of financial statements

Limitations of financial statements

Form, content and legal requirements of the balance sheet, statement of profit and loss and surplus statement

Reporting of financial information by Canadian Public Companies

Methods used to analyze balance sheets and statements of profit and loss

Problems involved in price level changes

TIME: 6.00 p.m., beginning Monday, October 18

PLACE: Room 347, Calbraith Building

## ELEMENTARY ECONOMICS

The aim of the course will be to introduce the student to basic economic concepts, and to encourage, by discussion, the application of these concepts to contemporary economic events.

Topics of discussion will include:

Fiscal Policy

Business Cycles

Economic Planning

International Economics

Public Finance

Fundamental theory will be related as much as possible to practical problems.

TIME: 6.00 p.m., beginning Thursday, October 14

PLACE: Room 308, Calbraith Building

TEXT: Samuelson, *Economics*—McGraw-Hill Company of Canada Ltd. (Sixth Edition)

## MONEY AND BANKING

The purpose of this course is to outline and discuss with the group the theory of money, banking, and the capital market, paying some attention to the Report of the Royal Commission on Banking and Finance. Also included will be some discussion of the relationship between monetary policy and the level of economic activity. In addition, concepts of efficiency in the operation of the various capital market institutions will be discussed, together with various problems of the Canadian Capital Market.

Specific attention will be paid to the relationship between the Bank of Canada and the money market.

TIME: 7.30 p.m., beginning Monday, October 18

PLACE: Room 348, Calbraith Building



UNIVERSITY OF TORONTO  
DIVISION OF EXTENSION

# FELLOWS' COURSE IN BANKING

Session 1965-66

OFFERED IN CO-OPERATION WITH  
THE CANADIAN BANKERS' ASSOCIATION

## FELLOWS' COURSE IN BANKING

This course is designed specifically for staff members of Canadian chartered banks. Its purpose is to provide formal education for men and women who wish to prepare themselves for responsible positions in banking.

Part I of the course consists of four subjects:

- (a) Fundamentals of Accounting
- (b) Commercial Law
- (c) Canadian Banking—Introduction
- (d) Business Finance

Subjects in Part II that will be offered this term are:

- (e) Financial Statement Analysis
- (f) Elementary Economics
- (g) Money and Banking

A student may enrol in no more than *two* subjects in the same session. Students must successfully complete *all* the work of Part I before proceeding with Part II.

A student who does not feel able to handle more than one subject a year, may elect to take only one subject.

The instruction is given in two-hour sessions in the evenings for twenty weeks. A student who enrols in two subjects, attends classes two evenings a week.

Classes begin: Tuesday, October 12.

Examinations are written at the end of March. Only one set of examinations is conducted each term.

### TUITION

The fee is \$45.00 each subject.

### REFUNDS AND WITHDRAWALS

A student is held responsible for all courses in which he registers, unless he officially withdraws. Ceasing to attend a class does not constitute official withdrawal. Refunds will be considered only if they are requested before the second lecture of the course is given. Allowance cannot be made for a change of personal plans or for additional commit-

ments which a student may accept after arranging his course schedule.

Because of the cost of making adjustments, a charge of \$5.00 is made for each refund. REQUESTS FOR REFUNDS MUST BE IN WRITING AND BE ACCOMPANIED BY ADMIT-TO-LECTURE CARDS AND OFFICIAL RECEIPT.

### APPLICATION

A staff member should make application through the Staff or Personnel department of his or her bank.

Applications should be submitted by September 30, 1965.

### PARKING

Since parking facilities on the campus are limited, students might find it more convenient to use public transportation. A parking fee of 50¢ is charged for parking facilities on the main campus. A fee of 25¢ is charged in the parking lots on Huron, Russell, and Willcocks Streets.

### ELIGIBILITY

A student should be in possession of a high school certificate that enables him to enter a Canadian university. The student who lacks the standing, but who has had suitable business experience may be admitted conditionally, and will be allowed to continue on the successful completion of the first year. All applications will be reviewed by an admissions committee.

Each class is limited to 50 students.

## OUTLINE OF SUBJECTS

### PART I

#### FUNDAMENTALS OF ACCOUNTING

This course deals with the fundamental principles of accounting and their application to practical business situations. Methods of recording and summarizing the results of transactions and of preparing end-of-period financial statements are described. Special attention is given to the accounts of departments, agencies, branches, partnerships and limited companies.

TIME: 7.30 p.m., beginning Monday, October 18

PLACE: Room 302, Galbraith Building

TEXT: *Accounting Principles & Practices*  
R. G. N. Smails—Ryerson Press

#### COMMERCIAL LAW

This course provides an introduction to the law of contracts generally, with special emphasis on the contractual relationships involved in bills of exchange and negotiable instruments.

TIME: 7.30 p.m., beginning Wednesday, October 13

PLACE: Room 302, Galbraith Building

TEXTS: Falconbridge, *The Law of Negotiable Instruments in Canada*—Ryerson Press  
Anson, *Principles of English Law of Contracts and of Agency in Its Relationship to Contracts*—(Ed. A. G. Guest)—Amon House, London, (21st Edition)

#### CANADIAN BANKING—INTRODUCTION

This course deals with the historical development of banking in Canada, and with the organization of chartered banks and the nature of their day to day operations.

Special attention is given to credit operations and bank service. The periodic revisions of the Bank Act receive considerable attention.

In addition, the course includes a study of the organization of the foreign exchange documents and procedures.

TIME: 7.30 p.m., beginning Thursday, October 14

PLACE: Room 302, Galbraith Building

TEXT: Shepherd, *Foreign Exchange in Canada*—University of Toronto Press  
Jamieson, *Chartered Banking in Canada*—Ryerson Press